

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES
March 11, 2020

1. Call to Order

Vice Chairman Lynn Haueter called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:06 p.m. on Wednesday, March 11, 2020, at Cimarron Correctional Facility, 3200 S. Kings Highway, Cushing, Oklahoma 74023.

The meeting was preceded by advance notice of the date, time and place, filed with the Oklahoma Secretary of State on December 8, 2019. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time, place and agenda of the meeting at 11:47 a.m. on Tuesday, March 10, 2020, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

A. Pledge of Allegiance

Vice Chairman Haueter led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

B. Roll Call

Vice Chairman Haueter asked the clerk to call roll:

Randy Chandler	Present	Stephan Moore	Present
Betty Gesell	Present	Calvin Prince	Present
Joseph Griffin	Present	T. Hastings Siegfried	Absent
Lynn Haueter	Present	Daryl Woodard	Present
Dr. Kathryn La Fortune	Present		

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Regular Meeting Minutes

Vice Chairman Haueter requested approval of the meeting minutes as presented to members in the BOC packet for March 11, 2020.

A. February 12, 2020

Motion: Mr. Prince made motion to approve the minutes. Mr. Griffin seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Approve	T. Hastings Siegfried	Absent
Lynn Haueter	Approve	Daryl Woodard	Abstain
Dr. Kathryn La Fortune	Approve		

Meeting minutes for November 13, 2019 were approved by majority vote. There was no further discussion.

3. Director's Comments

Director Crow welcomed everyone to the meeting and recognized Warden Raymond Byrd and Assistant Warden Michael Miller and thanked them for their hospitality.

A. Inmate Telephone Services System Contract Award

The inmate telephone system went out for bid approximately two (2) years ago. A contract has been awarded and ODOC is hoping to have orientation within the next sixty (60) days. The opportunities for technological advances the new system will allow is going to be huge for the department. The system will allow for inmates to have access to kiosks in each of the housing units which will allow the inmates to have access to their offender banking, canteen, inmate requests to staff, etc. The technologic advances this system provides will be a great addition to facilities across the state of Oklahoma. The system also provides an added value of cell phone detection to assist with interdiction.

BOC members inquired about the cell phone detection piece; ODOC staff responded. There was no further discussion.

B. Lock-Down of ODOC Facilities and Private Prisons

This administration will not hesitate to lock-down facilities to prevent incidents and ensure the safety of inmates, staff and the public.

On February 28, 2020, an inmate on inmate assault occurred at Lawton Correctional Facility (LCF). The incident appeared to be gang related and it appeared to only involve one unit. They locked down and gained control over the situation. LCF was able to provide reassurance that it was localized and would not escalate further. In a preventative effort, ODOC alerted all other facilities, in order to allow facility's to be vigilant of their respective environment.

On March 2, 2020 Mach Alford Correctional Center (MACC) had a small gathering but due to ODOC's prompt response to such situations it was able to be dispersed quickly.

ODOC locked all facilities down due to the incidents that occurred on February 28, 2020 and March 2, 2020. The decision to lock the facilities down was made to allow time for an assessment of the situation. The Office of the Inspector General, Security Threats Intelligence and facility staff were able to interview involved inmates and resolve the issues. Many of the facilities were let off lock-down status within two days of the initial

lock down and all facilities were returned to normal operations on March 10, 2020. Intelligence will continue to monitor the situation closely to ensure the safety of inmates and staff.

BOC members inquired about the process of a lock-down; Director Crow responded. There was no further discussion.

C. Office 365 Roll-Out

Office 365 will bring ODOC into the 21st Century. The Chief Information Officer Mr. Shah has been very instrumental in assisting the agency with the Office 365 initiative. Office 365 will not only upgrade our current email system but will also allow the agency to collaborate some systems the agency utilizes and pay for and move them into one solution which would be cost effective, saving the agency money. The cost will be approximately 1.2 million to implement across the agency but if you look at the collaboration piece there appears to be some savings. Chief Financial Officer Ashlee Clemmons was able to identify funding for Office 365 and the agency plans to move forward with the Office 365 implementation.

BOC members provided their support of the implementation of Office 365. There was no further discussion.

Director Crow stated his updates were complete and asked if there were any comments.

BOC members asked Director Crow if he could speak briefly about the “Top Goals” for the agency.

Director Crow listed the following items as some of his top goals for the agency:

1. Cultural Change – Focusing on the Positive
2. Programs and Recidivism
3. Managing Efficiencies and Inefficiencies
4. Prison Plans (optimizing facility culture and rehabilitation)
5. Managing Property Leases
6. Execution Procedures
7. Electronic Time Keeping

BOC members thanked the Director for his response. There was no further discussion.

4. Agency Budget Update

A. FY 2020 ODOC Monthly Budget Update

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 ODOC Monthly Budget. A copy of the overview was included in the

BOC packet for March 11, 2020.

CFO Clemmons and Director Crow discussed overtime cost and obtaining an electronic time keeping system to provide a more efficient process for calculating time. There was no further discussion.

B. FY 2020 Statement – Federal Funds July-February

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 federal funds. A copy of the overview was included in the BOC packet for March 11, 2020. There was no further discussion.

C. FY 2020 Statement – Revolving Funds July-February

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 revolving funds. A copy of the overview was included in the BOC packet for March 11, 2020. There was no further discussion.

D. FY 2020 Statement – Appropriated Operating Budget through February 2020

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 appropriated operating budget. A copy of the overview was included in the BOC packet for March 11, 2020. There was no further discussion.

CFO Clemmons stated her updates were complete and asked if there were any comments.

BOC members asked CFO Clemmons if there would be a budget impact related to recent events surrounding the COVID-19 virus.

CFO Clemmons stated there could be potential budget impact. At this time, the agency was looking into which staff could telework and which would be categorized critical infrastructure staff that would be required to report to work. CFO Clemmons also discussed sanitation products, indicating at the current time, there was not a supply issue.

CFO Clemons referred other questions to Chief of Staff (COS) Clint Castleberry. COS Castleberry indicated that he was able to participate in the Governor's table top drill where the committee participated in a drill scenario on how to respond in the event of an outbreak. The state is monitoring the virus closely, reviewing all Central Disease Control (CDC) recommendations and creating plans in the event of an outbreak. The take away was do not panic and practice good hygiene. COS Castleberry, Offender Services Director Millicent Newton-Embry and Chief of Operations (COO) Justin Farris have been working to create facility plans. Signs have been posted all over the agency requesting staff and visitors to not enter

facilities and work locations if they are displaying symptoms or are sick. Flyers are being passed out reminding staff and inmates of proper sanitation and hygiene practices. The agency does have a pandemic outbreak policy and the agency is in weekly contact with the State Health Department.

Director Crow indicated the American Correctional Association (ACA) was also assisting in developing protocols nationwide. Director Crow indicated the agency's response was a very collaborative effort; the agency is working with several other entities to provide the best response possible.

BOC members inquired about general COVID-19 protocols the agency implementing; ODOC staff responded. There was no further discussion.

5. Inmate/ Offender Population Update

Classification and Population Director Jason Bryant provided an overview of the inmate/ offender population as of February 28, 2020. A copy of the overview was included in the BOC packet for March 11, 2020.

BOC members inquired about timeframe inmates wait in county jails before transferring to the agency's reception center; Mr. Bryant indicated the average wait was sixty (60) days.

BOC members inquired about inmate/offender population and the relation to current and future budget impacts; ODOC staff responded. There was no further discussion.

6. Legislative Update

Chief of Strategic Engagement Jessica Brown presented the legislative update. A copy of the update was included in the BOC packet for March 11, 2020.

The following bills on reentry services provided by ODOC remain active:

1. HB 1310: Requires ODOC to provide identification cards to every inmate releasing, nine months in the advance of release. ODOC has a variation of this in policy but this bill would create a state statute.
2. HB 3113: Requires ODOC to provide all certifications to inmates upon release. ODOC has a variation of this in policy but this bill would create a state statute.
3. SB 1298: Requires ODOC to provide a special certificate listing all classes the inmate participated in during incarceration upon the inmate's release.

Other Bills include:

1. HB 2897: Authorizes DOC to sell tobacco products in canteens and to designate outside smoking areas. This bill passed through the house and is going to the senate. ODOC is not promoting bill and are maintaining a neutral stance. The bill has pros and cons.
2. HB 4080: Consolidates the Pardon & Parole Board agency into ODOC. The

Pardon and Parole Board remains independent due to its constitutional mandate. The bill gives DOC the authority to hire necessary staff to perform the administrative functions of the board.

3. SB 1489: Makes using a drone to deliver contraband inside a prison a felony. ODOC is supportive of this bill.
4. SB 1772: dissolved the Department of Corrections Board. This bill is no longer active.
5. SB 1612: ODOC requests bill to exclude Community Sentencing funds (sourced from participant fees) from Central Purchasing Act requirements. The amendatory language was absorbed into another comprehensive bill to restructure the entire Central Purchasing Act.

All other agency request bills are working their way through the process.

BOC members inquired about mentioned bills; ODOC staff responded. There was no further discussion.

Mr. Griffin exited at 1:55 p.m.

Mr. Griffin returned at 1:57 p.m.

7. Committee Reports – Standing Committees:

A. Executive

Chairman Hastings Siegfried

Members Lynn Haueter and Dr. Kathryn LaFortune

Nothing to report.

B. Population/ Security/ Private Prisons

Chairman Hastings Siegfried

Members Dr. Kathryn LaFortune and Calvin Prince

Nothing to report.

C. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

Members Joe Griffin, Dr. Kathryn LaFortune, Stephan Moore

Met on Friday, March 6, 2020 and discussed about ongoing legislation. There is a lot of energy surrounding programs. There is interest and concern on losing medical professions due to compensation and the committee is reviewing staffing needs and working on possible solutions. There was no further discussion.

D. Audit/ Finance/ Technology

Chairman Lynn Haueter

Members Randy Chandler and Daryl Woodard

Chairman Haueter provided an Audit/Finance/Technology update. A copy of the update was included in an amended BOC packet for March 11, 2020 and was made available online.

BOC members inquired about evidence kit implementation and ACISS system; ODOC staff responded. No further discussion.

8. New Business

There was no new business.

9. Adjournment

Vice Chairman Haueter indicated there were no items listed for Executive Session.

Motion: Mr. Woodard made motion to adjourn meeting. Dr. LaFortune seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Approve	T. Hastings Siegfried	Absent
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn La Fortune	Approve		

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 2:19 p.m.

Submitted to the Board of Corrections By:

Signature on File
Tasha Parker, Minutes Clerk

06.24.20
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on June 24, 2020, in which a quorum was present and voting.

X Signature on File

Dr. Kathryn LaFortune, Secretary
Board of Corrections